PowerPoint Tricks April 7, 2010

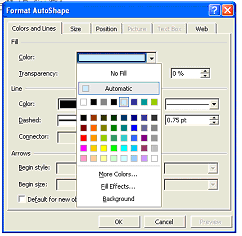
**Image in a Shape**

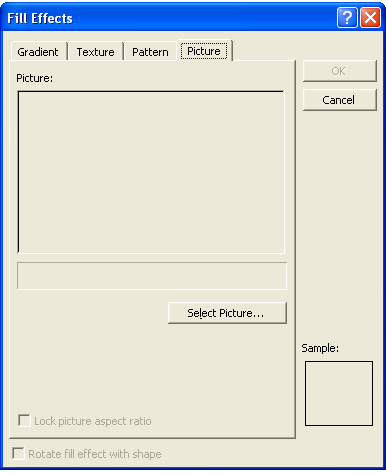
* Insert a shape. (Insert>Picture>AutoShapes)
* Right click the image

Click Format AutoShape

Colors and Lines

Fill Effects Picture>Select Picture





**Duplicate a Shape**

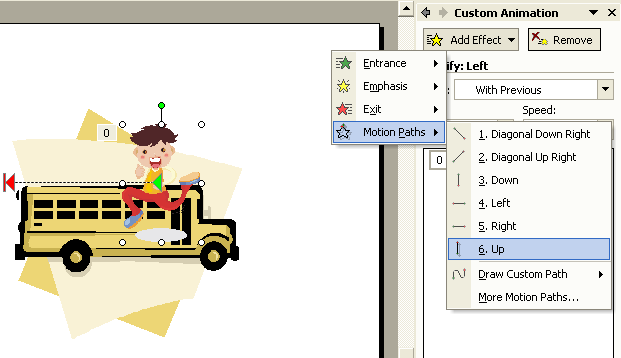
* Click the Ctrl key and the D key at the same time to copy an object

**Alignment**

* To have the objects fly off the screen one-by-one
  + Right click the top object
  + Custom Animation
  + Add Effect>Exit>Fly Out
  + OK
  + Carefully click the second object and repeat these steps

**Motion Path**

* Manipulate the path of images Example- children running out of the bus
  + Insert a bus and children running (Insert>Picture>Clip Art)
  + Position children Clip art on top of the bus Clip art
  + Right click on the children and click Custom Animation
  + Click Add Effect>Motion Paths and choose one of the paths
  + Start: Start with Previous



* + Click each of the other Clip art and do the same
  + Right click the bus Order>Bring to Front

**Text Effects**

* Over lay the title
  + Duplicate the title (highlight the title, copy and paste)
  + Shade each title with a lighter color (highlight title click  to select color)
  + Position the title by overlapping one on top of the other
  + Right click the first title>Order> Bring in Front **Or** click next to Draw  >Order>Bring to Front
  + Right click each of the other titles >Order> Send To Back
* Each letter of the title is a different color and each letter moves to the right of the screen
* Highlight each letter and select a different color
* Right click the word>Custom Animation>Exit>Unfold
* Entrance, Exit, and Emphasis
* Entrance…Unfold…Bounce…Swish
* Exit…Faded Swivel…Unfold…Swish

**Group/Ungroup Images**

* Group images together
  + Insert more than one image. (Insert>Picture>AutoShapes)
  + Arrange images the way you want them
  + Click on one of the images until the handles appear
  + Hold down the shift keep and click on the remaining graphics. Release shift key.
  + Rick Click>Grouping>Group
* Ungroup a Clip art
* Insert a Clip art (Insert>Picture>Clip Art)
* Click the image
* Click Ungroup (Right click>Grouping>Ungroup>Yes)

**Screen Shots**

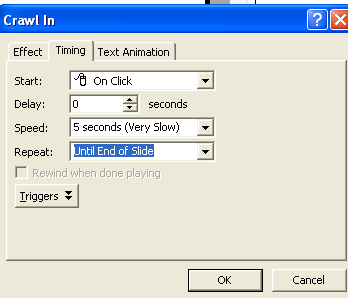
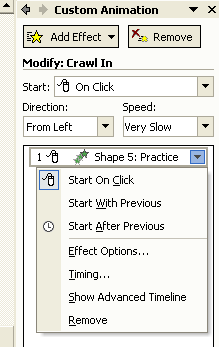
* Press and hold Ctrl and Print Screen key at the same time. You have copied the screen.



* Open up a PowerPoint Slide and press Control V (paste)
* The screen shot will fill the PowerPoint slide
* Save As …JPEG

**Scrolling Ticker**

* Insert>Textbox
* Type a short message in textbox
* Move textbox off the slide so that it can’t be seen on the slide itself. Place the textbox on the bottom right just beside the edge of the slide
* Right click> Custom Animation
* Add Effect>Entrance>Crawl In
* Set the Direction: From Left
* Speed: Very Slow
* Click Effect Options… Repeat: Until End of Slide



* Ok